

Sales Order functions

Multiple functions for Sales Order Confirm

Picking started

When picking is started on a sales order, the Add, Edit and Delete buttons are disabled.

One can only add or edit items when not picking

Sales Order Quantity Confirmation

Attachments Confirm Qty Confirm All Un-Confirm All Confirm Scan Print Picking Slip ScanSKU Print Save Close

Basic Address Shipping Scan

Sales Order No.: **SO-310511** Description:
Debtors Code: 104318 Reference:
Debtors Name: Banks Auto Electrical (2010) Ltd Order No.:
Sales Order Date: 2024-04-09 Invoice Date: 2024-04-09
Locked: Picking Started by Acck Support at 2024-04-10 05:39:58

Total Qty Order **235** Total Picked **0** 0 Total O/S **235** % Complete **0 %**

Start Stop Process

Page 0 of 0 Add Edit Delete Show All Lines: Close Line No data to display

#	Sequenc	LS	Item	Description	Order Qty	Available	Total GST	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved
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Buttons disabled when picking is started
Buttons will become active when picking is stopped

Sales Order code disabled

Sales order editing a line will disable changing the item if

1. The line item has confirmed the quantity
2. The line item has invoiced quantity

Edit Confirmed Sales Order Item

QTY: 49

Confirmation Line

Inventory Overview

View Image

Task Link

Functions

Currency: \$ - NZ Dollar

Points:

Category: Stock

Details

Notes

UOM

Stock Item: SSKS4CS06*025 - M6 x 25 Socket Coutersunk Socket Screw Stainless Steel

Description: M6 x 25 Socket Coutersunk Socket Screw Stainless Steel 304 #4308T

Group:

Order Qty: 8

Reserved Qty: 0

Confirmation Type: Confirmation

Warehouse: MAST - Master Warehouse

Pricing Structure: DEFAULT

Selling Ex GST: 1.87

Selling Inc GST: 2.15

Sub Total Selling: 3.74

GST Value: 0.56

Total Selling: 4.30

Line Reference:

Sequence No: 1.0000

UOMType: 100 - 100 Pack

UOM: HND - HND

Line Discount:

Promotion:

GST Type: 01 Invoice GST:15

Mark-up %:

Cost Per Unit:

Profit Cost / Unit:

Total Cost:

Show In Print: ☒

Flag:

Weight Per Unit: 0.0000

BOM Selection:

Total Weight: 0.0000

Division:

Sales Rep:

Region:

Project:

Lead Time: 0

Order Date: 2024-04-09

Reminder Date: 2024-04-09

Required Date: 2024-04-09

Drop Ship:

RFQ:

PO Qty: 0

Save

Qty On Sales Orders: Detail

Qty On SO Confirm / WHS: 0 Detail

Save And New

Save And Close

Close

Update Cost

Recalculate

Changing of item disabled if item has confirmed values or line has been invoiced

Lines items disabled on confirmed and invoiced quantities

Sales Order Quantity Confirmation

Attachments

Confirm Qty

Confirm All

Un-Confirm All

Confirm Scan

Print Picking Slip

ScanSKU

Print

Save

Close

Basic

Address

Shipping

Scan

Sales Order No.: **SO-310531**

Debtors Code: 100287

Debtors Name:

Sales Order Date: 2024-04-09

Description:

Reference:

Order No.: FLOATING

Invoice Date: 2024-04-09

Start

Stop

Process

Locked:

Total Qty Order

754

Total Picked

754

0

Total O/S

0

% Complete

100 %

Page 1 of 1

Add

Edit

Delete

Show All Lines:

Close Line

Displaying 1 - 15 of 15

#	Sequenc	LS	Item	Description	Order Qty	Available	Total GST	Confirmed Qty	Invoiced Qty	Balance Qty	Reserved
1	1		B10HT20*180Z	M20 x 180 Zinc High Tensile Bolts Only *...	3.0000	3		3.0000			
2	2		BHT08*080Z	M8 x 80 Zinc High Tensile Bolts/Nuts #ST...	20.0000	991		20.0000			
3	3		BHT16*080Z	M16 x 80 Zinc High Tensile Bolts/Nuts #S...	20.0000	1917		20.0000			
4	4		BHT16*140Z	M16 x 140 Zinc High Tensile Bolts/Nuts #...	12.0000	234		12.0000			
5	5		NN06Z	M6 x 1.0P Nyloc Nuts Zinc *Class 8* #ST...	100.0000	163612		100.0000			
6	6		NN10Z	M10 x 1.5P Nyloc Nuts Zinc *Class 8* #S...	100.0000	67937		100.0000			
7	7		NN16Z	M16 x 2.0P Nyloc Nuts Zinc *Class 8* #S...	100.0000	40118		100.0000			
8	8		WSQ12*50*3G	M12 x 50 x 50 x 3 Square Washers Galv ...	50.0000	508		50.0000			
9	9		WSQ16*50*3G	M16 x 50 x 50 x 3 Square Washers Galv ...	50.0000	30952		50.0000			
10	10		WH12*32G	M12 x 32 Heavy Washer Galv #STOCK	100.0000	1852		100.0000			
11	11		BC08*090G	M8 x 90 Galv Coach Bolt/Nuts #ROLD5	60.0000	9484		60.0000			

Unlocking a Sales Order in Started picking state

When a sales order is has a blue lock, it means that it is in the process of been picked and is locked by the user picking.

To unlock the sales order, unlock

Sales Order Confirm

Search Edit Clone Reminder View SO Stock Request Close / Cancel

Basic Search Custom Search Expand

Sales Order No: Debtor Status: Status: Reference: Date From: 2024-01-11 Date To:

Overdue Items 0 Today Items 85 Next 7 Days 0

Orders Waiting

Page 1 of 2 Remove Paging:

#	Att	Memo	Status	Progress	Sales Order No	On Hold	Sales Order Date	Status	Debtors Code	Debtors Name
1					SO-310509		2024-04-09	Confirmed	106767	
2					SO-310511		2024-04-09	Confirmed	104318	
3									07478	
4									01604	
5									05066	
6									0700	
7									03611	
8									01181	
9									05648	
10										
11										
12										
13										
14					SO-310537		2024-04-09	Confirmed	100308	

Un-Lock Sales Order

User Name: Password:

Continue Close

Enter your user login and password to unlock

Debtor Info

Attachments Memo Create Reminder Functions Send Email Confirm Order History Import

Sales Order

Detail Address Extras Link Shipping Docs Custom Fields

Sales Order No.: SO10789 Sales Order Status: Partially Completed

Customer: 1008 Description:

Customer Name: ACE Traders Reference:

Sales Rep.: Company Order Number:

Sales Order Date: 2024-07-03 Currency View: Document Currency

Due Date: 2024-08-20 20 Day Of Month 1 Exchange Rate: 1 R - Rand South Africa

Debtor Status: Shipping Complete Comment:

Save Close Print SO Authorize SO Confirm Quantit Process SO T & Cs View Quote Revert SO

Items

Debtor Info

Debtor Code:

1008

Over Due:

42,201.10

Out Standing:

27,276.64

Name:

ACE Traders

Trading As:

Price Level:

Ace Traders

Line Discount:

Line Markup:

Discount Matrix:

MX DISC Matrub

Discount:

5

Override Lock Pricing:

Enforce Credit Limit:

☐ Limit: 0.00

On Hold:

☐

On Hold Reason:

Commission:

Company

Website:

Telephone 1:

Telephone 2:

Fax:

Contact Name:

Imraan Salijee

Mobile No:

Email:

service@barcodeproducts.co.nz

Email

Close

Actions

Sales Order Confirm

Search

Edit

Clone

Reminder

View SO

Stock Request

Close / Cancel

Actions

Process

Print/Export

Basic Search

Custom Search

Expand

Sales Order No:

Customer:

Description:

Date From:

Debtor Status:

Status:

Reference:

Date To:

Confirm

Confirm Qty

Partial Complete

Unlock Picking Order

Revert SO

Unlock Picking Order

Un-Lock Sales Order

User Name:

Password:

Continue

Close

Print Picking Slip

×

Print Options?

☒ Standard

☐ SO Sequence

☐ Bin location

☐ Product Code

☐ Brand

Show Build Kit:

☐

Print Notes:

☐

Email ScanSKU File:

☐

➤➤➤ Continue

✖ Cancel

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